

June 10, 2015

The following was sent to the KYAE listserv.

IMPORTANT: Year-end cleanup for FastForward



It's year-end *FastForward* clean-up time!

By **June 17** (a week from today) ...

Please inactivate any person who is currently assigned a seat in *FastForward* who has: 1) not used the program in 12 weeks or more or 2) completed his/her program.

This end-of-year clean-up is necessary for the transition into the new fiscal year and new seats. KYAE is in final negotiations with KET to purchase *FastForward* seats for fiscal year 2016. Failure to clean up your current seats could result in a delay of all your new fiscal year seat allocations.

Thank you for your assistance in this matter!

*NOTE: Additional *FastForward* information was distributed last Friday via e-mail. Miss it? Find it [here](#).*